

Fall 2015 WDE684 Teacher/Course/Student Collection SPED File Training

September 30, 2015

1:00pm

Fall 2015 Special Education File Changes

- The SPED File is required for the Fall 2015 WDE684
 - Report all student activity from the beginning of the 2015-16 school year thru Oct. 1, 2015.

Fall 2015 Special Education File Changes

- Three affected reporting scenarios
 - Students who are expected to return but do not show up.
 - Students who exit the program during the summer.
 - Students who exit the program after the start of the school year but prior to October 1, 2015.

Fall 2015 Special Education File Changes

- Students who are expected to return but do not show up
 - One way to report these students:
 - Districts can enter a SPED record with the identical information from the 2014-15 End-of-Year WDE684, with the ProgramExitDate of the last day of school and ProgramExitReason field populated.
 - Alternate way to report these students:
 - Districts can enter a SPED record that has a ProgramExitDate of the first day of school and ProgramExitReason field populated.
- Either SPED record must have an accompanying record in the Student File with StudentIDEA = 'Y'.
 - StudentExitDate (Student File) must be the same as ProgramExitDate (SPED File)

Fall 2015 SpecialEducation File Changes

- Students who exit the program during the summer
 - One way to report these students:
 - Districts can enter a SPED record with the ProgramExitDate being the actual date the student left during the summer, and ProgramExitReason field populated.
 - ProgramExitDate cannot be prior to July 1, 2015.
 - Alternate way to report these students:
 - Districts can enter a SPED record that has a ProgramExitDate of the first day of school and ProgramExitReason field populated.
- Either SPED record must have an accompanying record in the Student File with StudentIDEA = 'Y'.
 - StudentExitDate (Student File) must be the same as ProgramExitDate (SPED File)

Fall 2015 Special Education File Changes

- Students who exit the program after the first day of school and prior to October 1, 2015.
 - Use 280 exit code and start a new enrollment record with StudentIDEA = 'N', and an accompanying SPED record with exit information
 - Must have an accompanying SPED record with the same ProgramExitDate as the above record in the Student File.

Fall 2015 Special Education File Changes

- All Student SPED activity from the beginning of the school year up to and including October 1, 2015 must be reported on the Fall WDE684.
 - SPED file is now cumulative – just like the Student and Section file.
 - Students who are active SPED students at the beginning of the school year but exit the program prior to October 1, 2015 must now be reported on the Fall WDE684
 - Districts do not have to “hold” that SPED file until the end of the year

Identified Reporting Problem

- When a SPED student changes schools within the same District.
 - Reason R0516 and R0517 are warnings instead of errors
 - Double check all R0516 and R0517 warnings
 - Only instance where these are warnings

WDE684 SPED File Elements

- WISERID
- StudentLastName
- StudentFirstName
- StudentDateOfInitialConsent
- StudentDateEvaluationComplete
- StudentDateOfInitialIEP
- StudentServiceStartDate
- ResidentSchoolID
- ServiceSchoolID
- StudentPrimaryDisability
- StudentAT
- StudentRelatedService1
- StudentRelatedService2
- StudentRelatedService3
- StudentRelatedService4
- StudentRelatedService5
- StudentSpecialEducation1
- StudentSpecialEducation2
- StudentSpecialEducation3
- StudentSpecialEducation4
- StudentESY
- StudentEnvironment
- SpecialEducationAssessment
- ProgramExitDate
- ProgramExitReason
- StudentOutOfStateTransfer

WISERID

- WISERID
 - Required element
 - State assigned student record identifier
 - Must be 8 characters
- WISER ID will be verified against the Student File.

StudentLastName

- StudentLastName
 - Required element
 - Student's legal last name
 - Up to 25 characters
- The Student's last name will be verified against the Student File.

StudentFirstName

- StudentFirstName
 - Required element
 - Student's legal first name
 - Up to 25 characters
- The Student's first name will be verified against the Student File.

StudentDateOfInitialConsent

- StudentDateOfInitialConsent
 - Optional element – the data will not be used
 - On what date was initial consent received for the student to be evaluated?
 - Date must be entered in the format YYYYMMDD

StudentDateEvaluationComplete

- StudentDateEvaluationComplete
 - Optional element – the data will not be used
 - What date was the student determined to be a student with a disability and the educational needs are determined?
 - If StudentIDEA = “I” or “R”, then StudentDateEvaluationComplete is required
 - Date must be entered in the format YYYYMMDD

StudentDateOfInitialIEP

- StudentDateOfInitialIEP
 - Optional element – the data will not be used
 - What date was the initial Individualized Educational Program meeting held?
 - If StudentDateEvaluationComplete is not blank and StudentIDEA = 'Y', then StudentDateOfInitialIEP is required
 - Date must be entered in format YYYYMMDD.

StudentServiceStartDate

- StudentServiceStartDate
 - Required element
 - What date did the student begin receiving IEP services in this district?
 - Data must be enter in format YYYYMMDD

ResidentSchoolID

- ResidentSchoolID
 - Required Element
 - What is the 7-digit ID for the school responsible for the student's IEP?
 - For students placed in residential settings, this the school where the parent/guardian resides or where the student would attend school if not placed in the residential setting.
 - For a student who is a ward of the state, the resident school would be the school the child was attending when the child was taken into Department of Family Services (DFS) custody.
 - Valid ResidentSchoolIDs can be found by contacting Shannon Cranmore, 307-777-6245, shannon.cranmore@wyo.gov

ServiceSchoolID

- ServiceSchoolID
 - Required element for Fall WDE684
 - Conditional element for End-of-Year WDE684
 - What is the 7-digit ID for the school responsible for providing the services listed on the student's IEP?
 - The service school for a home school student would be either where the child comes to receive special education services or the school where the child would receive services if enrolled in the district.
 - Valid ServiceSchoolIDs can be found by contacting Shannon Cranmore, 307-777-6245, shannon.cranmore@wyo.gov

StudentPrimaryDisability

- StudentPrimaryDisability
 - Required element for Fall WDE684
 - What is the student's primary disability?
 - The definition for each disability is available in the WDE684 Guidebook posted on the WISE Site at the following link:
 - <http://portals.edu.wyoming.gov/wise/>
 - Must be 2 characters – AT, BI, CD, DD, ED, HI, HL, LD, MU, OI, SL, and VI.

StudentAT

- StudentAT
 - Required element
 - Does the student use Assistive Technology (AT) equipment or receive AT services?
 - For a definition of Assisstive Technology, see the WDE684 Guidebook at:
 - <http://portals.edu.wyoming.gov/wise/>

StudentRelatedService1, 2, 3, 4, and 5

- StudentRelatedService 1, 2, 3, 4, and 5
 - Optional element
 - What related service(s), if any, are being provided to the student?
 - Must be 2 characters – AU, CS, EI, LS, MS, OM, OT, OY, PS, PT, RC, RE, SH, SN, SW, and TR
 - The definition for each related service is available in the WDE684 Guidebook posted on the WISE site at the following link
 - <http://portals.edu.wyoming.gov/wise/>
 - A Related Service field must be blank if previous Related Service fields are blank. StudentRelatedService2 cannot contain a value unless StudentRelatedService1 contains a value. Enter up to five (5) Related Service codes in order, without leaving blanks between fields.

StudentSpecialEducation1, 2, 3, and 4

- StudentSpecialEducation 1, 2, 3, and 4
 - Optional element
 - What special education service(s), if any, are being provided to the student?
 - Must be 2 characters – IN, PE, SS, TT, and VE
 - The definition for each related service is available in the WDE684 Guidebook posted on the WISE site at the following link
 - <http://portals.edu.wyoming.gov/wise/>
 - A Special Education field must be blank if previous Special Education fields are blank. StudentSpecialEducation2 cannot contain a value unless StudentSpecialEducation1 contains a value. Enter up to five (4) Special Education codes in order, without leaving blanks between fields.

StudentESY

- StudentESY
 - Required element
 - Is this student eligible for Extended School Year (ESY) services?
 - Must be 1 character – (Y) Yes, (N) No

StudentEnvironment

- StudentEnvironment
 - Required element
 - What is the setting and circumstance in which the student is served. (e.g., the educational placement of the student.)
 - Must be 2 characters – CF, CP, HH, PH, PP, RE, RF, RR, SC, and SS
 - The definition for each Student Environment is available in the WDE684 Guidebook posted on the WISE site at the following link
 - <http://portals.edu.wyoming.gov/wise/>

SpecialEducationAssessment

- SpecialEducationAssessment
 - Required element
 - What Special Education Assessment will this student need?
 - RO – Regular Assessment without Accommodations.
 - RA – Regular Assessment with Accommodations.
 - AA – Alternate Assessment
 - Note: When SpecialEducationAssessment is “AA” then SpecialEducationAssessment in the the Student File must be “Y”.

ProgramExitDate

- ProgramExitDate
 - Optional element – the data will not be used
 - The date the student exited the Special Education program.
 - Students exiting prior to Oct. 1, 2013 are not required to have a SPED file reported on the Fall 2013 WDE684 (See slides 23 and 24 for further clarification)
 - This value must be during the current school year unless the district is reporting a student who did not return from the previous school year.
 - If the student did not return from last year the last day of school from the previous school year needs to be reported.
 - Leave the value blank to signify that the student is still enrolled.

ProgramExitReason

- ProgramExitReason
 - Optional Element – the data will not be used
 - The documented or assumed reason a student is no longer being served by a special education program.
 - Must be 2 characters – DE, DO, GC, GD, MA, NM, RP TO, and PE.
 - The definition for each disability is available in the WDE684 Guidebook posted on the WISE Site at the following link:
 - <http://portals.edu.wyoming.gov/wise/>

StudentOutOfStateTransfer

- StudentOutOfStateTransfer
 - Required element
 - Did the student transfer to the district from a district outside of Wyoming during the 2015-16 school year?
 - Must be 1 character – (Y) Yes, (N) No

Contact Information

- Special Education Questions:
 - Shannon Cranmore
 - 307-777-6245
 - shannon.cranmore@wyo.gov
- General WDE684 Collection Questions:
 - Brian Wuerth
 - 307-777-6748
 - brian.wuerth@wyo.gov

Contact Information

- Distance Education Questions:

- Lori Kimbrough
- 307-777-7418
- lori.kimbrough1@wyo.gov

- Funding Model/Finance Questions:

- Jed Cicarelli
- 307-777-5808
- jed.cicarelli@wyo.gov

- Kimberly Morrow
- 307-777-6000
- kimberly.morrow@wyo.gov

QUESTIONS?